



RICK SNYDER  
GOVERNOR

CENTER FOR EDUCATIONAL  
PERFORMANCE AND INFORMATION

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**DATE:** July 18, 2012

**TO:** Superintendents, High School Principals, Graduation/Dropout (GAD) Application Authorized Users, Michigan Student Data System (MSDS) Authorized Users and Intermediate School District (ISD) Auditors

**FROM:** The Center for Educational Performance and Information (CEPI)

**SUBJECT:** New Rule for Submitting a Continuing Record for a Student with a Graduate Cohort Status in the MSDS

**Beginning with the Fall 2012 General Collection, the MSDS will generate a field-level error if a student with a cohort status of Graduate is submitted with an exit status of Continuing in any certified collection.** In the 2011-2012 school year, an error was only generated if a student was claimed for FTE. In the 2012-2013 school year, an error will be generated when a student is reported with or without FTE. **This field-level error will prohibit users from certifying their data unless the actions listed below are taken.**

**Background:**

- Section 388.1606(4)(m) of the State Aid Act provides that “an individual who has obtained a high school diploma shall not be counted in membership.”
- CEPI observed that in the 2011-2012 General Collections, districts submitted students who had already been reported as graduates as Continuing.

**Actions to Correct a Misreported Graduate in MSDS:**

- **During the Graduation Rate Appeals Window (July 23 through September 12, 2012)**
  - This applies to students who were erroneously graduated in the 2011-2012 school year. For students who were erroneously graduated prior to the 2011-2012 school year, you will need to ask your auditor to submit an audit finding when the GAD Application opens in October for the exit status audit.
  - The district/building that submitted the graduate code (current primary education providing entity (PEPE)) must submit and certify the student in the Student Record Maintenance (SRM) Collection with a continuing status (exit status = 19).
  - The district/building that submitted the graduate code (current PEPE district/building) is the only entity that may correct an erroneous graduate status.
  - **The entry in the As of Date characteristic on the SRM record must be the same as the entry in the Exit Date characteristic on the graduate record for the correction to be applied.**
- **During the Fall 2012 General Collection (through November 14, 2012)**
  - The district/building that submitted the graduate code (current PEPE) must submit supporting documentation for the audit change to the ISD auditor.
  - The ISD auditor for the PEPE district will need to confirm that the student did not graduate and then make the exit status change in the GAD Application by submitting an audit finding during the audit window (October 22 through December 7, 2012).
    - The GAD updates the MSDS cohort status as part of an overnight process; once the auditor submits the audit finding in the GAD Application, the cohort status of the student in question is updated the next day in the MSDS.

- The day after the audit finding is submitted in the GAD Application, the user will need to go into the MSDS and click the Submit button on the Staging Area Maintain screen for the error to be removed from the student's record.

**Remember: You cannot submit a Continuing record (with or without FTE) in the Fall 2012 General Collection for students with a cohort status of Graduate. This field-level error will prohibit users from certifying their general collection unless the actions listed above are taken.**

If you have any questions, please send an email message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension) and school name along with your message.

Thank you,

CEPI